

**REVIEW FORM FOR OFFICIAL EVENTS WITH A CANDIDATE
OR WITHIN 90 DAYS OF AN ELECTION**

*Submit to the Ethics Law and Programs Division **no later than one week before the event** for any public event by a Senate-confirmed Presidential appointee (PAS) with a candidate or within 90 days of a general or primary election.*

NAME, PHONE NUMBER, AND EMAIL OF PERSON WHO FILLED OUT THIS FORM:

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1. Name and title of participating PAS: _____
 2. Description of the event and the reason for holding it: _____

 3. Where is the event taking place? _____
 4. If outside the D.C. area, has the official been on Government travel to this area during the past year? Yes No If yes, how many times? _____
 5. When is the event taking place? _____
 6. Will a candidate (including an incumbent) be at the event? Yes No
If yes, describe the candidate's role at the event: _____

 7. Who invited the PAS to attend? (campaign staff, Congressional staff, political party, agency officials, or others) _____
 8. Did the candidate request that the PAS attend the event? Yes No
 9. What is the PAS's reason for attending the event? _____

 10. Is the event open to the media? Yes No
 11. Will anyone at the event make remarks in support of the candidate: Yes No
 12. Who developed the list of attendees and what were the criteria? _____

 13. Will it be used to announce a new grant, waiver, or other final agency action, but for which the announcement was delayed? Yes No If "yes," please explain the reason for the delay: _____

 14. Please provide a copy of any remarks to be made by the Department official.
 15. If appropriate, attach other information relevant to determine if the event is official.
See Attachment

Prepared by the Ethics Law and Programs Division, Office of the General Counsel, United States Department of Commerce – 202-482-5384 – ethicsdivision@doc.gov – January 4, 2016